Guidelines -
Registration of products in the BASTA system

Content

Join the BASTA system and register products

1. Read the criteria document and contract terms to join the BASTA system

Before a company joins the BASTA system and register its products, it is important to read the criteria document V36.2 and the terms for registering products, which are contained in the agreement concluded between the company that wants to register products and BASTA.

2. Assessment and documentation

In order to register products in the BASTA system, the company must first meet the mandatory criteria in the "Organisation" criteria area. It is then the company's obligation to assess products to be registered against the system's criteria, compile the assessments and the documentation used for the assessment. How compilation and assessment should be carried out and how documentation should be documented is described in criterion V36.O2: "Compilation, assessment and assessment documentation" in the criterion area "Organisation".

3. Connect the company to the BASTA system

To connect the company to the BASTA system, the following steps are taken:

1. Create a personal user account with BASTA, via www.BASTAonline.se
2. Log in to the user account
   a. Select "Register new company" to create a new company and fill in the initial information
   b. Then fill in all the required information and click "Submit"
   c. When the information is complete, BASTA sends out agreements for signing. The Company is activated when the agreement has been signed by the Company and BASTAonline AB.

3. The company will be invoiced according to the current price list

For more information on how to fill in information about the company, you can find under the chapter [BASTA's admin interface](#) and [Company information](#).

4. Connect to existing company

If the company is already connected to the BASTA system, select "Join a company" on the Dashboard page, look for your company and select. This sends a request to connect to the company's existing users. Once approved, you will get access to the company in the platform. Once approved, you will get access to the company in the platform.
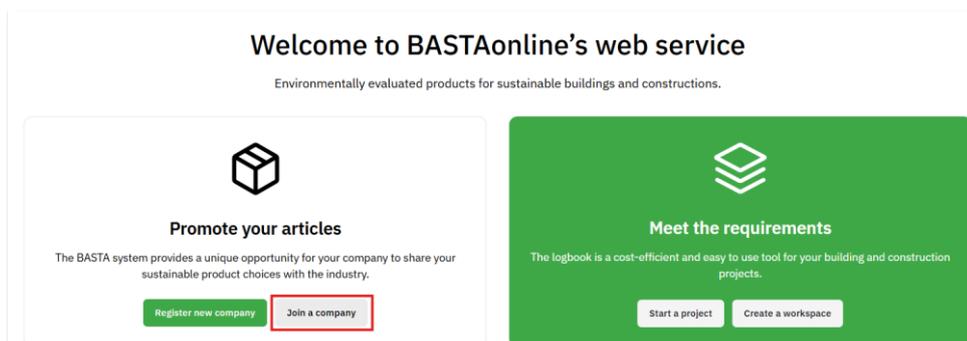
5. Register products

When the company is activated, users linked to the company can register products. Products must be registered at the article level, which means that each unique product must be registered as its own article. Example: if a product is available in three sizes, 1 litre, 5 litres and 10 litres, they should be registered as 3 articles.

A company can have multiple users who register and manage registered products. Registration can be done via manual input or via an import file. All products registered must be assessed and documented according to criterion O2: "Compilation, assessment and documentation" in the criterion area "Organization".

If products are to be assessed according to the criterion area Health and environmental hazard and receive a grade, there is further information about what documentation is required under that criterion area, see the criteria document.

6. Updating registered products

The company is obliged to ensure that assessments are updated if the composition of the product changes, the constituent substances get a changed classification or if the BASTA system's criteria are updated. See criteria O3: "Update of assessment in case of changes" in the criteria area "Organisation.

7. Audit

In the BASTA system, it is the company that registers articles that is responsible for ensuring that the assessment of the products and the information provided is correct. To ensure the quality of this, BASTA conducts regular audits.

Companies that have joined the BASTA system must approve that BASTA has audits carried out to check that assessments and documentation are correct. The audits also cover the company's subcontractors. See criteria O4: "BASTA audit" in the criteria area "Organisation".

Assessment of products

General information about the criteria

BASTA's criteria are described in detail in the **BASTA system's criteria document**. In order for a product to be registered within the BASTA system, it must be assessed within one of the optional criteria areas; Health and environmental hazards, Circularity, Renewability, Environmental effects – EPD or Emissions and tests.

In order to receive a grade for the product, it must be assessed against all criteria in the criteria areas of health and environmental hazard. Depending on the criteria met, the article receives a grade. There are 5 grades in the BASTA system; ALPHA, BETA, BETA to ALPHA, DECLARED and DECLARED to ALPHA. There is also a product group called ELECTRONICS.

See the BASTA system's criteria document for details on what information must be provided and what can be provided for each criterion area. All information provided about an article is published on the article's article card on BASTA's website and is open to anyone who wants to take part in the information or organizations that want to retrieve data with APIs from BASTA.

Changes in criteria

BASTA updates the criteria continuously. Changes that entail stricter criteria must be notified in writing at least six (6) months before they become mandatory. Companies that have joined the BASTA system are obliged to keep up to date on new criteria and to update assessments and registrations within six (6) months of updated criteria being announced.

Minor changes and clarifications that easing the criteria will be implemented immediately when the change is announced. Current criteria are published on www.BASTAonline.se under *"Documents"*. Notifications of updated criteria are also published on the website under *"Notification of criteria changes"*.

Compilation, assessment and documentation

Assessments of criteria fulfilment and documentation must be documented in an assessment summary. The summary, assessment and documentation must be archived and available as long as the company is connected to the BASTA system. Specific requirements for compilation, assessment and documentation are described under each criterion area in the criteria document.

BASTA's admin interface

Company information

When a user has logged in and is connected to a company, the user will find the company information under "*Company*".
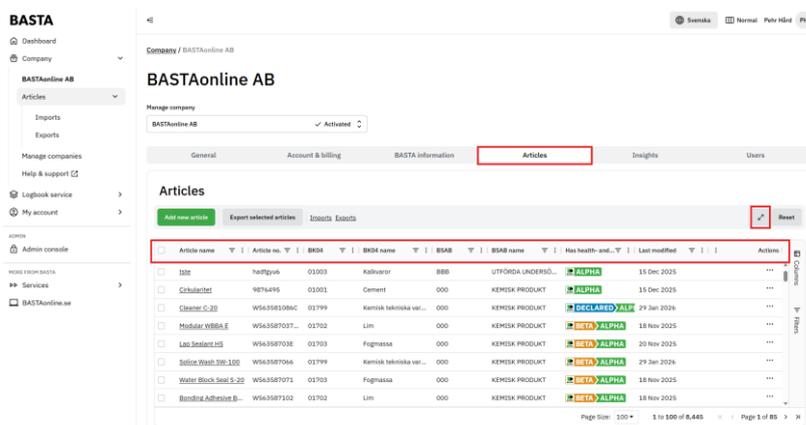
Example:
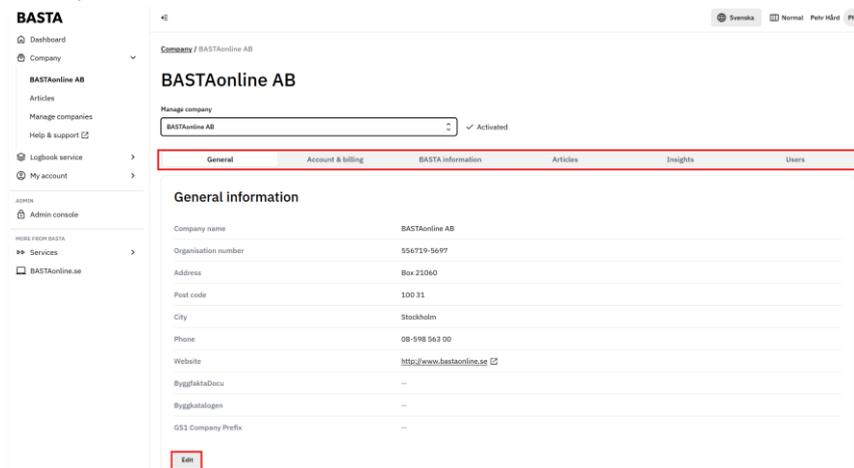
On this page, the user can see all the information available about the company by clicking on the different tabs. If you want to update information, you can do so by clicking on "Edit".

Tabs:
- **General:** here the information that is visible via BASTA's search engine and API
- **Account & billing:** Here you can see the company's specified billing and contract information
- **BASTA information:** here the company can provide information about how assessments have been carried out
- **Articles:** here you will find all registered articles, you can filter and search for articles, edit existing ones and create new ones. It is also possible to change the order of columns by dragging them to the order you want them. It is also possible to have the article view as full screen

It is also possible to change the order of columns by dragging them to the order you want them.

- **Insights:** Here you can see insights about the articles you have registered
- **Users:** This is where new users can be invited and removed. You can also mark which user(s) you want as primary contact persons for BASTA. There are two role levels .
  - Company users - can only add and edit articles
  - Company admin - Can add and edit articles, add new users, change permissions, and remove users from the company. To edit users, click on the three small dots in the Actions column
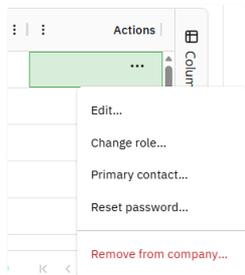
Articles can either be registered individually, or by importing a larger number via an import file. Read more about importing below.

If your company has an agreement with FINFO, you can get help to get the information needed about the product when registering. Contact info@finfo.se for more information.

Register a new article (Manually)

When you have logged in to BASTA and entered under *"Company"* and then *"Articles"* you can register articles. Select *"Add new article"*, then a page will open where you fill in all the information needed, required fields are marked.

When you have filled in all required and optional fields, click on "*Publish article".*

If the article is already published and you are editing it, the article will be published when it is saved. If you do not want it to be published, it needs to *be "Unpublished"* first.

Criteria area: Article identifier (mandatory)
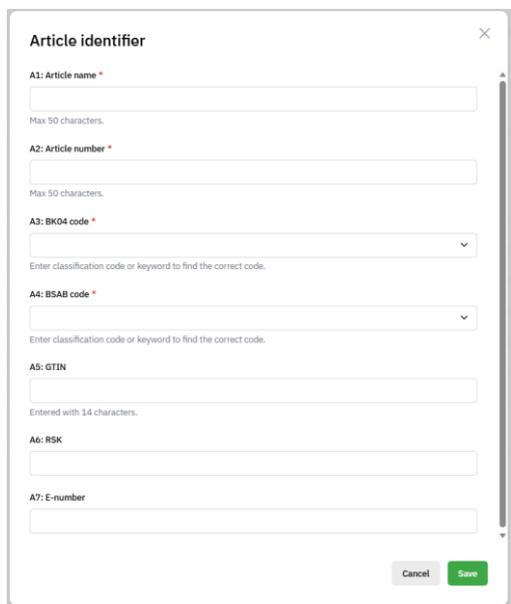
- **Article name** *(Mandatory)* (Max 50 characters) – Name of the article. If the article exists in different sizes or dimensions, they are distinguished by entering different *Article numbers* and *Article descriptions*

- **Article number** *(Mandatory)* (Max 50 characters) – Article number of the article. If the same article is available in different designs (size, colour, etc.) with different article numbers, each article must be registered separately. Avoid collection numbers if possible as these make traceability and the ability for users to find your articles

- **BK04 code** *(Mandatory)* – Used to classify and facilitate article searches. For BK04, select the appropriate product category structure for the article or product. BK04 is divided into three levels (Main Group, Subgroup and Product Category) and it is the product category level that must be registered. This is specified with 5 numbers in the system. If you do not find an exact match of product category for your article or product, the one that is closest to the area of use of the article is selected

- **BSAB code** *(Mandatory)* **-** Used to classify and facilitate article searches. For BSAB you can choose for yourself how far down the structure you want to register your article. For BSAB, there is also a guide published on BASTA's website under "Documents". When registering, it is recommended that you enter the description in the search field instead of the code. This as BSAB consists of a large number of lines and codes, which means that the hit list otherwise risks being very broad. The function is updated, and the respective product category is selected by filling in the code or part of the product category description. All available options will be displayed, and the correct product category can be selected.

- **GTIN** (Max 14 characters) – If you have a GTIN code that contains fewer than 14 digits, put zeros at the beginning. To improve traceability in the system, we recommend that GTINs are added if the information is available. (GTIN was previously referred to as EAN)

- **RSK** – Identification number, only applies to electronics and heat, ventilation and sanitary products (VVS)
- **E-Number** - Identification number, only applies to electronics and heat, ventilation and sanitary products (VVS)

Criterion area: Article information (optional)

Article information   ✕

AI1: Article description

Max 255 characters.

AI2: Detailed description

Max 4000 characters.

AI3: Trademark

Max 50 characters.

AI4: eBVD ID

Identification numbers within eBVD, enable BASTA and eBVD to be linked.

AI5: Link to product document

https://

AI6a: Link to image

Image format: JPG, PNG, GIF

AI6b: Main image

Drop file here to upload or click to select file.

AI6c: Other images

Drop files here to upload or click to select files.

AI7: Weight (including packaging)

Weight in kilogram (kg) including packaging.

AI8: Weight (excluding packaging)

Weight in kilogram (kg) excluding packaging.

AI9a: Length in centimeters (cm)

Length in centimeters (cm)

AI9b: Width

Width in centimeters (cm)

AI9c: Height

Height in centimeters (cm)

AI10: Area of use

☐ The article is intended for use indoors (inside the vapor barrier)

☐ The article is intended for use outdoors

AI11: Resource ID for National Board of Housing, Building and Planning's climate data

This is used to link the article to the National Board of Housing, Building and Planning's climate database and be able to show generic climate data (should only be done if there is a comparable product in the National Board of Housing, Building and Planning's database).

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www.bastaonline.se

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BASTA

- **Article description** (Max 255 characters)- Article specific information such as weight, colour, or dimension. This field is also used to distinguish between article with the same article name

- **Detailed description**– Here you can add a short descriptive text of your article as a complement to the article description.

- **Brand name** (Max 50 characters)– If the article is marketed under a brand, it is possible to indicate this

- **eBVD ID** – Identification number within eBVD, enables BASTA and eBVD to be linked, if GTIN is provided in both eBVD and BAST, eBVD ID will be filled in automatically

- **Link to product document** – Link to product documents, such as safety data sheets, building product declarations or other relevant documents

- **Link to picture** – Link to picture of the article. The link is used to display pictures to help identify the product

- **Main image** – Drop or upload main image of the article

- **Other images** – Drop or upload other images on the article

- **Weight (including packaging)** – Enter weight in kilograms [kg] including packaging

- **Weight (excluding packaging)** – Enter weight in kilograms [kg] excluding packaging

- **Dimension** – Enter dimension in centimeters [cm]; a) Length, b) Width, c) Height

- **Area of use** – Specify whether the item is intended for use indoors (inside the vapour barrier), outdoors or both

- **Resource ID for the National Board of Housing, Building and Planning's generic climate data** – This is used to link the article to the National Board of Housing, Building and Planning's climate database and be able to display generic EPD data (should only be done if there is a comparable product in the National Board of Housing, Building and Planning's database)

Criteria area: Health and environmental hazards (Optional)

This criterion area is optional but mandatory in order to receive a grade for the article. The criteria area comprises 39 criteria that are divided into 11 areas. All criteria within the criteria area are mandatory to assess and report fulfilment of in order to receive a grade.

CIRCULATED MATERIAL

- **Share of primary raw material –** Share of primary raw material expressed as % of the total weight of the product, calculated based on **the share of material circulated**
- **Share of material circulated - Mandatory -** Share of material circulated expressed as % of total weight of the product - given as integers between 0 and 100%

- **If the content of circulated material is indicated, the following must be completed:**

- Share of circulated material/raw material that is:
  a) Recycled material/raw material – in %
  b) Recycled material/raw material – in %
     (100% of the stated "Recycled material" must be distributed between these items)

If the content "Recycled material/raw material" is greater than 0%, the following must be completed:

- Share **of recycled material/raw material** originating from:
  - Pre-consumer level – %
  - By consumer level – in % (100% of the stated 'Recycled material/raw material' to be distributed between these items)

Indicate which material(s) are circulated. In the case of several different types of material, the proportion of each circulated material is also stated.

ELEKTRONICS

Share (percentage by weight) of the product that is ELECTRONIC – Enter the percentage (integer) of the electronic component in the product

If the product contains electronic components:
- Tick whether the assessment is based on complete knowledge of the components that count as electronics
- Tick that the electronic components comply with the RoHS directive

ARTICLE TYPE

Indicate whether the product is a chemical product, according to REACH EC 1907/2006, or an article, as defined in REACH, Chapter 2, Article 3.

CHANGED GRADE WHEN BUILT-IN

If the product is a chemical product that, for example, dries or hardens between delivery and built-in mode and the grade changes to ALFA between delivery and built-in mode, it is marked.

ASSESSMENT OF HEALTH- AND ENVIRONMENTAL HAZARDS

This criteria area describes which of the criteria are fulfilled, by checking "Criterion met" or "Criterion not met". It is possible to toggle all if all criteria are fulfilled or not. For some criteria, information about substances also needs to be provided if the criterion is not met, see example with H2. C above. You can read more about this in BASTA's criteria document.

Based on the criteria met, one of the grades ALPHA, BETA and DECLARED is obtained.

Criterion area: Circularity (optional)

See the criteria area [Health and Environmental hazard](#) for filling in the proportion of primary/circulated raw material.

Information can be provided here if the product is prepared for reuse, material recycling or if you have circular business models.

Criterion area: Renewability (optional)
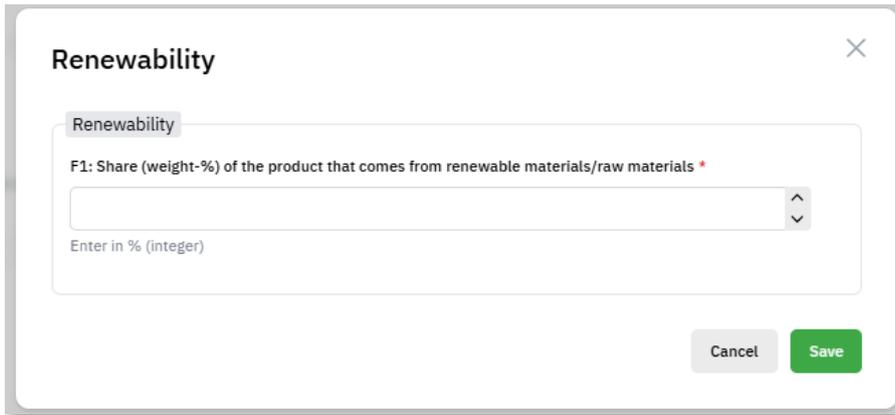
Information can be provided here about the proportion of renewable materials.

Criterion area: Environmental effects – EPD (optional)

Here you can provide information about the article's environmental effects linked to EPDs.

Criteria area: Emissions and tests (optional)

Here information can be provided from various emission measurements and tests. It is also possible to upload test protocols if you want.

Documentation (optional)

Under documentation, it is possible to upload product sheets, safety data sheets and/or other documents.

Update registered articles

Select *"Company"* followed by *"Articles."* You'll see a list of the items available at the company you are looking at.

Filter

It is possible to search within each column by clicking on the three lines and then searching, press "Enter" to filter forward.

Sort

It is possible to sort on each column by clicking on the three dots.

Change order of columns

You can move the order of columns yourself by clicking and dragging the columns. You can also add and deactivate columns by clicking on "Columns" on the right.

Update an article

Click on the article name to open the article and you can edit all the content. If you do not want to publish the article but save it and publish it at a later time, the article must be unpublished and then published.

Copy

If you want to make a copy of an existing article, click on the three dots in the actions column and then select "Copy". You must then enter the article number, BK04 and BSAB and then *"Publish".* If you do not want to publish it directly but save while you are working on the registration, the article to be copied needs to be unpublished.

Expired articles

When an item has been discontinued from the sales range, this can be marked by adding "Discontinued" to "Article name". It is also possible to unpublish the article to avoid making it visible to the outside world. Articles cannot be deleted from BASTA as this negatively affects the traceability of materials in buildings during renovations or demolition, for example.

Registration and updating of registered articles by import and export via Excel

Export

The export function enables you to download a copy of articles that you have registered in the BASTA system. The downloaded file can be used as an import file to update information on articles.

There are different types of exports:
- If you go into the left menu, you can export **all articles** or **published**
- Above the articles in the article view, it is possible to export selected articles "Export selected articles". The function makes an export of the products that have been filtered or marked. When you click on the button, a dialog box will appear explaining which items have been selected and then you can create an export file with these products. The export will be available under exports in the left menu.

In the export file you can add information about criteria fulfillment or add information about optional criteria areas and then use the import function to update the information.

Import

An empty copy of the import file can be downloaded via the page "*Impors"* in the left hand menue (logged in mode)*.

To import articles, download the import file. It is divided into tabs where each rubric area has its own tab. Instructions and a function to **change language** are available on the Start tab.

Formatting

It is important that you do not change the cell format in the import file, it should be the format type "Text". If the format type is changed, there is a risk that the import function will not be able to interpret the information in the file. When copying from other files, the preset formatting may be changed. To avoid this from happening, you should use the "Paste Special" function and then choose "Text" and not the keyboard shortcut (Ctrl+V). If for some reason the formatting should still be wrong, go in and change it to "Text" by changing "Cell format" in the "Format" menu.

On the Article Identifiers tab, there are mandatory fields that must always be filled in.

Publish the article	A1: Article name	A2: Article number	A3: BK04-code	A4: BSAB-code	A5: GTIN	A6: RSK	A7: E-Number
Display the article online and make it publicly accessible. At least one criteria area within sustainability must be fulfilled in order to be able to publish.	Name of the article.	Only one article number per article can be specified	→ Classification of article	→ Product group for article	Identification number from GS1 (GTIN was previously called EAN)	Identification number, only applicable for plumbing	Identification number, only applicable for electronics
• "1" for **do not publish** the article • "2" for publish the article	• Text/numeric • Max 50 digits	• Text/numeric • Max 50 digits	• Numeric • 5 digits	• Text/numeric	• Numeric • 14 digits • GTIN with less than 14 digits are to be filled out with "0" initially. E.g. 00000001234567	• Text/numeriskt	• Text/numeriskt
* Mandatory	* Mandatory	* Mandatory	* Mandatory	* Mandatory	Optional (recommended)	Optional	Optional

Fill in all the details of the articles, in the same way as when you register articles manually, but with the difference that you for:

- **BK04** - Only enters the 5-digit code that you can find in a separate tab in the import file
- **BSAB** – Specifies the BSAB code only, the highest levels of BSAB are listed in a separate tab in the import file

Depending on which optional criteria areas are to be entered, there are mandatory and optional fields to fill in. For most tabs, the information **Article Name** and **Article Number** are included automatically except for the tabs **Add chemical substances** and **Add circulated raw materials**, here you must enter the Article Number yourself as there may be more substances and raw materials for an article. If there is more than one substance or raw material to be listed, you put them on each line

When all the information is filled in in the Import file, select *"Upload"* and search for the current file on your computer via the *"Browse" button*.

When the upload is complete, the system will inform you if any item could not be imported due to errors in the information in any cell, you can then download a file that describes on which rows the errors are and what the error is due to. Update the import file according to the error messages and import again.

NOTE! BASTA updates the import file continuously, so always download the latest version before importing articles.

See the screenshot below to see what the import function looks like.

NOTE! When importing

- The import updates all existing articles, this means that articles with the same article numbers as those in the import file are updated with the information contained in the import file
- Any new articles will be added
- If you tick the checkbox during the import, all articles that are not in the import file will be unpublished. Unpublication means that the articles will continue to be registered in the BASTA system but will not be available in the public search function.

Marketing and logos

Information on how to use our logos

Once you have registered articles, they will be visible on your own company page and they will also have their own article pages that you can link to.

If you want to know more about how you can market your registered products and that your company is part of the BASTA system, we have put together a marketing manual that you can find here: Marketing | BASTA.